

Oregon Association of Conservation Districts  
737 13<sup>th</sup> Street S.E.  
Salem OR 97301

**Job Announcement**  
**Oregon Association of Conservation Districts**  
**Executive Director**

The Oregon Association of Conservation Districts (OACD) is seeking an Executive Director with strong skills in business management, grant writing, program development, and relationship building and maintenance.

Primary office location is Salem Oregon. This is a regular, exempt position with annual compensation in the \$70,000 to \$80,000 range depending upon experience and qualifications. A stipend is also provided for the individual purchase of health insurance. This position is grant funded and long term continuance of the position is dependent upon successful fundraising.

This position functions as the day-to-day manager of the Association office and supervises the organizational staff and service contractors.

The Oregon Association of Conservation Districts is a 501(c)(6) Public Trade Organization. The Association represents Oregon's 45 Soil and Water Conservation Districts, which are established as Oregon Special Districts under Oregon Revised Statute (ORS) Chapter 198 and governed by ORS Chapter 568, plus one Tribal Conservation district. Each Soil and Water Conservation District is a county-level local government entity governed by a locally elected board of directors of either five or seven directors.

The minimum qualifications for the Executive Director are:

- Bachelor's degree in natural resources, public or business administration, or a closely related field.
- Five years of progressive responsibility in personnel and program management, agency administration, delivery of conservation/natural resource services, or similar work. Additional qualifying experience may substitute year-for-year for the educational requirement. Previous management experience in a public agency or non-profit organization is beneficial. Previous experience developing, presenting and managing operation budgets is required.
- Excellent verbal and written communications skills are required, including demonstrated skill in reading, listening, writing and public speaking.
- Strong interpersonal and relationship skills are required, including demonstrated ability to establish and maintain harmonious and effective relationships with staff, board members, conservation partners, public officials and the public.

- Demonstrated ability to perform the following tasks effectively:
  1. Organize and prioritize the work and activities of this position
  2. Manage multiple and diverse priorities
  3. Direct organizational efforts to accomplish objectives within established time frames and budgets
  4. Develop applications for grant funding for projects and positions

Preference will be given to the following qualities and qualifications:

- Agricultural operation experience, familiarity with natural resource conservation practices and issues, or natural resource program management experience
- Experience in accounting, office management, or related field
- Experience with the legislative process and organizational policy development
- Knowledge and ability to effectively use computer programs related to office and organizational management
- Ability to work independently and take a leadership role without direct supervision
- Ability to plan, organize and meet deadlines

A complete copy of the position description is available on our web site ([www.oacd.org](http://www.oacd.org))

**Applications are due by June 15, 2010.** Position is open until filled. Anticipated hire date is August 2, 2010

Submit cover letter, current resume' and contact and reference information via e-mail in Word or PDF format to OACD ED Search Committee Chair ([paul.reed@oacd.org](mailto:paul.reed@oacd.org)), with a hard copy to OACD, ATTN: ED/Shannon, 737 13<sup>th</sup> Street S.E. Salem, OR 97301.

**Cover letter** of no more than two pages describing why you are interested in the position and how your background makes you an ideal candidate for the Oregon Association of Conservation Districts.

**Current resume'** that demonstrates how you meet the qualifications for the position and indicates the organization(s)/company(s) you have worked for, dates of employment and reasons for leaving, and your duties, responsibilities and key accomplishments.

**Contact information** for 3-5 professional references (name, address, company, phone and e-mail address). Include your personal contact information.

OACD is an Equal Employment Opportunity employer